

**HALIFAX REGIONAL SCHOOL BOARD**  
**B.003 CREATING SCHOOL POPULATIONS PROCEDURES UPDATE**

**PURPOSE:** To inform the Governing Board about changes to the Creating School Populations procedures.

**BACKGROUND:** The *Response to The External Review of the Halifax Regional School Board's Support of Rehtaeh Parsons* recommended changes to the Creating School Population policy stating:

*Revise the policy for Creating School Populations to take account of the needs of students who may have parents/guardians living in more than one school area. Clarify the approval process for transfers between schools to remove any inconsistencies between the policy and the practices.*

Staff is reviewing the entire policy but that review will not be completed until December 2013. At the Regular Board Meeting in September, the Governing Board requested that staff address the above recommendation from the *Response to the External Review of the Halifax Regional School Board's Support of Rehtaeh Parsons* immediately.

**CONTENT:** Revisions to the procedures are being brought forward for information under Section 7.0 Student Registration, and Section 14.0 Out-of –Area Request- Within Regional Board.

The changes under Section 7.0 addresses the concerns over parents/guardians who live in separate residences.

The changes in 14.0 address the desire for students to have the best learning environment possible. The revisions also respond to the recommendation for the out-of-area process to be more flexible.

These changes will address the recommendations made by the *Response to the External Review of the Halifax Regional School Board's Support of Rehtaeh Parsons report*.

**COST:** n/a

**FUNDING:** n/a

**TIMELINE:** Immediately

**APPENDICES:** Appendix A – B.003 Revisions to the Creating School Populations procedures.

**RECOMMENDATIONS:** That the Governing Board receive the revisions to the Creating School Populations procedures for information.

**COMMUNICATIONS:**

AUDIENCE	RESPONSIBLE	TIMELINE
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School Principals	Danielle McNeil-Hessian Director-School Administration	Following Regular Board Meeting
HRSB Website	Doug Hadley, Communications Coordinator	Following Regular Board Meeting

**From:**

For further information please contact Danielle McNeil-Hessian, Director School Administration at [dhessian@hrsb.ca](mailto:dhessian@hrsb.ca) or 464-2000 ext. 2275 or Selena Henderson, Corporate Secretary at [shenderson@hrsb.ca](mailto:shenderson@hrsb.ca) or 464-2000 ext 2324.

**To:**

Senior Staff	October 21, 2013
Governing Board	October 23, 2013

## CREATING SCHOOL POPULATIONS REVISED PROCEDURES

Previous Sections	Revised Sections
<b>7.0 STUDENT REGISTRATION</b>	
7.1 By February 1 of each school year, all principals will inform parents/guardians of registration guidelines.	7.1 By February 1 of each school year, all principals will inform parents/guardians of registration guidelines.
7.2 By the end of the first week of February, advertisements will be placed in major local media.	7.2 By the end of the first week of February, advertisements will be placed in major local media.
	7.3 All students living within the boundaries of the board must register at the school serving the neighbourhood in which they reside by March 1 of each calendar year for September of the next school year.
	7.4 Parents/ guardians who reside separately must choose which of their neighbourhood schools their child(ren) will attend.
7.3 At the time of registration for Grade Primary, parents/guardians must present the child's birth certificate.	7.5 At the time of registration for Grade Primary, parents/guardians must present the child's birth certificate.
7.4 By the end of the first week of April, principals will inform parents/guardians as to the placement of students registered for French Immersion.	7.6 By the end of the first week of April, principals will inform parents/guardians as to the placement of students registered for French Immersion.
<b>14.0 OUT-OF-AREA REQUEST – WITHIN REGIONAL BOARD</b>	
	14.1 The Halifax Regional School Board is committed to creating the best possible learning environments for all students; therefore all requests for out-of-area transfers should be accommodated wherever possible.
14.1 Parents must secure an out-of-area Request Form from the	14.2 Parents must secure an out-of-area Request Form from the

neighbourhood school at which the student is currently registered signed by the school principal.	neighbourhood school at which the student is currently registered signed by the school principal.
	14.3 Parents can request an out-of-area transfer at any time for the school year. The request will be processed by the school at the time of the application.
	14.4 When an out-of-area transfer is accepted by the receiving school it is expected the schools will share appropriate information to assist with the transition
14.2 Out-of-area Request Forms must be forwarded by the parents/guardians to the school to which the transfer is requested on or after April 1.	14.5 Out-of-area Request Forms for the next school year must be forwarded by the parents/guardians to the school to which the transfer is requested on or after April 1.
14.3 The principal of the school to which the transfer is requested will process requests in the order in which they are received. All requests must be processed by June 30 of the year of the transfer.	14.6 The principal of the school to which the transfer is requested will process requests in the order in which they are received. All requests for the next school year must be processed by June 30 of the year of the transfer.
14.4 The transfer request will be considered by the principal of the school to which the transfer is requested.	14.7 The transfer request will be considered by the principal of the school to which the transfer is requested when adequate accommodation is available.
14.5 Once a student's out-of-area Request Form has been approved, re-application is not required for subsequent years.	14.8 Once a student's out-of-area Request Form has been approved, re-application is not required for subsequent years.
	14.9 Students may re-apply to return to their neighborhood school through the out-of-area process.
14.6 Parents/guardians are responsible for transportation.	14.10 Parents/guardians are responsible for transportation.